Approved For Release 2001/03/16 : CIA-RDP61-00901A000200020012-4

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12. THAT COLOR COPIES BE USED MORE WIDELY TO DENOTE RECORD COPIES, CHRONO COPIES AND INFORMATION COPIES.

25X1A

The Agency Correspondence Handbook [redacted] provides, among other things, the technique of using color copies to visually aid mail and file units. The yellow copy is suggested for the record copy, the pink for the chrono copy and the white for information copies. By adopting this procedure throughout the Office of DCI the value of the files can more easily be determined and recipients of information copies will depend upon the yellow copy as the official record. The chrono and information copies can then be destroyed as non record when no longer needed without verifying that a record copy exists.

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